

SAN FRANCISCO MARRIOTT

55 Fourth Street San Francisco, CA 94103

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GUEST PARCEL DELIVERY FORM

Room Number _____

Account Number _____

Number **14592**

Date _____ Time _____ Number of Packages _____

Name of _____

Addressee/Firm _____

Name of Sender/Firm _____

Location _____ Received by _____

Quantity/Type of Parcel	Shipper	Airbill or Parcel Tracking Number
_____ Letter @ no charge	_____ Federal Express	
_____ Box @ \$5.00 each	_____ UPS	
_____ Flat @ \$5.00 each	_____ Airborne	
_____ Tube/Roll @ \$5.00 each	_____ DHL	
_____ Display Case @ \$20.00 each	_____ USPS	
_____ Crate @ \$50.00 each	_____ FedEx Ground	
_____ Pallet @ \$50.00	_____ Other	
_____ TOTAL _____		

Storage Charges A charge of **\$25.00 per day per pallet/\$5.00 per day** for single parcels applies to all materials**received more than 3 calendar days** before the date of guest pick-up**Man Hours** When Shipping & Receiving staff is involved in unloading/loading/breakdown/set-up/packaging of parcels/convention/exhibit materials, there will a charge of **\$35.00 per man, per hour or portion thereof** in addition to the above charges**Labor Charge** Load/Unload Pallet @\$20.00/Pallet _____**Materials** Bubble Wrap \$5.00/Foot _____ Shrink Wrap \$15.00/Pallet _____**TOTAL AMOUNT DUE** _____**BILLING INFORMATION**

Bill to Guest Room/Customer Acct _____ Bill to Department _____

Bill to Master Acct _____ Bill to Credit Card _____

Credit Card Type _____ Exp Date _____

Name _____ Signature _____ S&R Clerk _____

Date _____